


February 19, 2004

		<p><b>February 19, 2004</b>  <b>1:00 PM – 3:00 PM</b></p> <p><b>Caltrans Training Center</b>  <b>1616 29<sup>th</sup> St Horizon Room</b>  <b>Sacramento, CA</b></p> <p>Muhaned Aljabiry  Office:(916) 654-3521  Mobile: (530) 400-9806</p>	
		<p><b>Meeting called by:</b> Rachel Falsetti  <b>Facilitator:</b> Muhaned Aljabiry  <b>Recorder/Time Keeper:</b> Abhijit Bagde</p>	
		<p><b>Agenda topics</b></p>	
Item	Description	Time	Presenter
1	Topics/Agenda/Introductions	13:00	M. Aljabiry
2	Ground Rules	13:05	M. Aljabiry
3	Announcements / Approval of the 01/15/04 CFPG meeting minutes.	13:10	All
4	Programming of 2004 FTIP/FSTIP	13:15	Jim Nicholas
5	<p>Follow-Up Items from last meeting:</p> <p>1. Letter to MPOs recommending use of 2004 Fund Estimate to develop 2004 FTIPs Feb. 18, 2004</p> <p>2. Review comments on summary “Grouped Projects And Minor Change Guidelines” and “Communication Process for State Managed Grouped Project Listing to CT-FTIP Feb. 18, 2004</p> <p>3. Obligation information received by SACOG from FTA for FY 2002 Feb. 18, 2004</p> <p>4. Meeting with Federal Resources – CT to get more Information from FADS Done</p> <p>5. Annual listing Taskforce to meet with FHWA’s Finance Group Done</p> <p>6. Distribution of Local Assistance for project list for Lump sums for State administered programs to MPOs Done</p>	13:30	<p>CT-FTIP</p> <p>All</p> <p>CT</p> <p>SACOG</p> <p>CT-FTIP</p> <p>Task Force</p> <p>CT-FTIP</p>
6	Annual listing Taskforce Progress Report	13:40	R. Ayala
7	Grouped projects and minor changes.	13:45	Taskforce

8	Financial Constraint of the FSTIP - updates	13:50	All
9	CMAQ & RSTP Apportionments update	13:55	C. Gomes
10	TCRP discussion for 2004 TIP	14:00	R. Chittenden/ All
11	2004 FTIP Program Values	14:15	R. Falsetti
12	Update on Federal Reauthorization	14:20	W. Hobbs
13	Federal And State Financial Planning Requirements taskforce update	14:25	Taskforce
14	Financial Plans		R. Falsetti
15	Modification of Expenditure Authorization (EA) field in CTIPS		D. Nguyen
16	Open Forum & Next meeting date and location 2004 CFPG Meetings February 19, 2004      CT - Sacramento April 6, 2004          SACOG May 18, 2004          FHWA June 29, 2004          MTC	14:30	All

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**CALIFORNIA FEDERAL PROGRAMMING GROUP (CFPG)**  
**MEETING MINUTES – February 19, 2004**

The CFPG meeting was held at the Caltran's Training Center in Sacramento from 1:00 to 3:00.

**1. Topics/Agenda/Introductions:**

Meeting started with self-introduction of attendees and review of the agenda items.

**2. Ground Rules:**

Muhaned Aljabiry went over the following ground rules for the meeting.

- Since there are phone participants, everyone who speaks should state his/her name and agency.
- Keep comments as brief as possible
- Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
- Turn off cell phones and limit interruptions
- This is a forum to hear everyone's concerns comments and suggestions. Please make sure your voice is heard.
- Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
- Respond to follow up items and meeting notices by the deadlines.
- Except for follow up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record".
- When not speaking, phone participants to keep their phones on mute if possible.

**3. Announcements/ Approval of the 01/15/04 CFPG meeting minutes:**

Abhijit Bagde asked MPOs to contact their Caltrans District Local Assistance Engineers for updates to the Highway Bridge Replacement and Rehabilitation (HBRR) project lists.

Muhaned Aljabiry announced that the Caltrans Federal Programming website

([http://www.dot.ca.gov/hq/transprog/federal/ftip\\_status/tip.htm](http://www.dot.ca.gov/hq/transprog/federal/ftip_status/tip.htm)) has updated amendment status information.

He also mentioned that MPOs should mail their correspondence to the following address:

Division of Transportation Programming, MS 82  
Office of Federal Trans. Mgmt. Program  
P.O. Box 942874  
Sacramento, CA 94274-0001  
Attn: Rachel Falsetti

Muhaned mentioned that SCAG's FTIP and amendments have been uploaded into CTIPs.

Meeting minutes for January 15, 2004 CFPG meeting were approved with no changes.

The following items were added to the agenda.

13 a: Financial Plans (Presenter Rachel Falsett/Wade Hobbs)

13 b: Modification of Expenditure Field (EA) in CTIPS (Presenter Doug Nguyen)

**4. Programming of 2004 FTIP/FSTIP:**

Jim Nicholas told the group that 2004 STIP submittal is due to the California Transportation Commission (CTC) on April 12, 2004. He mentioned that the Division of Transportation Programming has been working with CT – Districts and requested MPOs to work with the Districts with respect to rescheduling and jointly funding projects. He told the group that the financial constraint of 2004 FTIP/FSTIP will be an issue and urged MPOs to make an extra effort to identify and programming funds which would be reasonably available to their region while preparing 2004 FTIPs, thus minimizing the need for future FTIP amendments. Jim also cautioned the group about the uncertainties regarding 2004/05 California State budget and new Federal Reauthorization Act. Jim encouraged MPOs to make the public aware of the limited transportation resources available for their region.

## **5. Follow-up items from last meeting:**

1. Letter to MPOs recommending use of 2004 Fund Estimate to develop 2004 FTIPs: Done. Rachel Falsetti announced that the letter was mailed to MPOs on February 18, 2003.
2. Review comments on summary “Grouped Projects And Minor Change Guidelines” and “Communication Process for State Managed Grouped Project Listing” to CT-FTIP: Abhijit Bagde stated the State only received comments from SANDAG. Rachel Falsetti asked MPOs to send review comments to the State by February 27, 2004. Sookyung Kim to date is the only person who has sent comments on the Minor Change Guidelines. Ivan Garcia requested that the Grouped projects and Minor Changes taskforce should share comments on the guidelines and any changes with the rest of the CFPG prior to the April 6 meeting for discussion at that meeting.
3. Obligation information received by SACOG from FTA for FY 2002: Done Jason Crow mentioned that SACOG received obligation information from Federal Transit Administration (FTA) for FY 2002. He also mentioned that SACOG has been working with their transit operators to seek information from FTA’s TEAM database. Raymond Odunlami told the group that TEAM database does not include project FTIP ids and the Task Force has been working Ted Mately to resolve this.
4. Meeting with Federal Resources – CT to get more Information from FADS: Done Rachel Falsetti stated that FTIP Office met with Federal Resources – CT and Federal Resources – CT indicated that it is not possible to modify FADS database at this time to incorporate CTIPS and MPO Ids into the database.
5. Annual listing Taskforce to meet with FHWA’s Finance Group: Done This item is covered under **Item No. 6** below.
6. Distribution of Local Assistance for project list for Lump sums for State administered programs to MPOs: Done Abhijit Bagde mentioned that the above lists were e-mailed to MPOs on February 4, 2004. He also announced that the schedule outlined in the transmittal still applies.

## **6. Annual listing Taskforce Progress Report:**

Rosemary Ayala reported that the Task Force met with FHWA’s Finance Group on January 21, 2004 to discuss whether a report can be written in FIMIS to generate the required obligation data rather than have the State or the MPOs go through the time consuming process. FHWA suggested that they would

like to receive a request from the State to provide such report. Rosemary will write a letter to the state on behalf of the Taskforce requesting the support of the state in requesting FHWA to have a reporting capability to produce such listing. Muhaned Aljabiry told the group that the State is currently reviewing the draft letter prepared by SCAG. Muhaned also stated that the State would write a support letter along with the request prepared by SCAG..

## **7. Grouped projects and minor changes:**

Rachel Falsetti told the group that the Task Force is still working on the draft guideline and the guidelines will be released to all CFPG members by the next CFPG meeting (April 6, 2004). She also asked MPOs to forward any comments on the summary guidelines released at the last CFPG meeting (January 15, 2004) to CT - FTIP Office by February 27, 2004.

## **8. Financial Constraint of the MPO FTIP's - updates:**

Abhijit Bagde stated that the State has approved the financial constraint documents prepared by MTC for their 2002 FTIP and has forwarded it to FHWA/FTA for approval. He also mentioned that KCOG is currently working on their financial constraint demonstration of their 2002 FTIP and urged MPOs to contact FTIP office should they need any assistance on this matter.

## **9. CMAQ & RSTP Apportionments update:**

Cathy Gomes stated that the State could not release the apportionments to the regions unless federal reauthorization act is in place. She also told the group that it might take between 30 to 60 days even after the federal reauthorization is in place for releasing the apportionments, till then MPOs may assume 80% of the previous year's apportionments for financial planning/programming for FY 2003/04. Wade Hobbs suggested that MPOs could program up to the previous year's apportionments, with a reasonable inflation, for programming for FY 2003/04.

## **10. TCRP discussion for 2004 TIP:**

Ross Chittenden of the Caltrans Office of the TCRP, informed the group that the Governor's proposed budget eliminated TCRP funds appropriated for FYs 2003/04 and 2004/05, and that would affect the projects that are under construction. He also mentioned that this proposal was not received well in the legislature due to the cost of rescinding of contracts. He further stated that if Proposition 42 was repealed and the new proposed gas tax was passed, that would bring funding to the TCRP program. Ross stated that the Legislative Analyst's Office include the following proposals:

1. Ask voters to repeal Proposition 42
2. Replace the lost transportation revenue with an increase in the gas tax, and
3. Index the gas tax to prevent future erosion of transportation revenues relative to transportation demand

Ross advised MPOs not to assume the Proposition 42 funding in FY 2004/05 and for the future year programming he encouraged MPOs to consult with their legislative representatives. Ross told the group that if the proposed March 12, 2004 bond passes, there could be some TCRP funding for FY 2005/06 and beyond.

Raymond Odunlami informed the group that MTC is planning to delay the TCRP projects to the 3<sup>rd</sup> year of their 2004 FTIP assuming that the funds would be reasonably available then. He also stated that MTC would advance those projects should the funding become available.

Ross concurred with MTC's strategy in programming TCRP projects beyond FY 2004/05.

### **11. 2004 FTIP Program Values:**

Rachel Falsetti announced that the State sent letters on February, 18 2004 to MPOs suggesting use of 2004 Fund Estimate and Local Program Values to develop 2004 FTIPs on February 18, 2004. She also stated that FHWA/FTA has agreed to the assumptions outlined in the letter. Sookyung Kim asked Rachel to explain the last sentence in the letter that it is anticipated the regions will be under a similar environment related to fiscal constraint as we are today. Rachel said that although the feds are agreeable to the MPO's using the 2004 Fund Estimates and Local Program Values to develop their 2004 FTIPs, if the new state budget shows significant difference from what is in the Fund Estimate, the feds might request re-demonstration of financial constraint based on the new state budget.

### **12. Update on Federal Reauthorization:**

Wade Hobbs announced that the United States Department of Transportation has released the new surface transportation reauthorization proposal (Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2003 or SAFETEA). He also told the group that US House and Senate might amend the proposal or develop a new proposal. Wade announced that US Senate has passed the bill and the House has yet to pass it. Wade told the group that the extension of the current authorization, Transportation Equity Act for the 21st Century (TEA-21), would expire on February 29, 2004 and most likely the current authorization would be extended in next few weeks for a period of five months.

### **13. Federal And State Financial Planning Requirements taskforce update:**

Leigh Levine announced that the Task Force (FHWA – Wade Hobbs, Leigh Levine, and CT – Abhijit Bagde, FTA – Ted Mately) has completed the final (draft) guidelines for the federal and state Financial Planning Requirements. A copy of the guidelines (See handout 1) was distributed to the group at the meeting. Leigh also suggested the group to forward their comments to CT - Abhijit Bagde by March 5, 2004.

### **14. Financial Plans (Presenter Rachel Falsetti/Wade Hobbs):**

Rachel Falsetti referred group to one of the corrective action recommended by FHWA/FTA in the 2003 FSTIP approval that each MPO must update or develop its financial plan for use in preparing 2004/05 FTIP by April 1, 2004. Wade Hobbs announced that in light of the delayed 2004 STIP, FHWA/FTA have relaxed the due date of April 1<sup>st</sup> as this date was set based on assumption of 2004 STIP to be adopted by CTC on April 1, 2004. Wade urged MPOs to contact FHWA for any questions on the revenue portion of the financial plan. He also stated that by April 1<sup>st</sup> 2004, MPOs should have better understanding of their revenue assumptions.

### **15. Modification of Expenditure Field (EA) in CTIPS (Presenter Doug Nguyen):**

Doug Nguyen announced that Expenditure Authorization (EA) would be modified in CTIPS to include first five digits instead of six for a project. He also stated that the sixth digit in EA varies based on the implementation phase for that project and the first five digits always remain unchanged. Doug also announced that STIP/SHOPP offices are in agreement with the proposed change. He proposed following two options for implementation:

1. To implement the change for the entire history of the project.
2. To implement from the 2004 FTIP adoption.

Doug suggested that after implementation, the sixth digit in the EA field could be made blank in the display or could be entirely dropped. The majority of the group agreed to this change.



Raymond Odunlami asked how the process would work for the MPOs who upload the data in CTIPS. He asked if the sixth digit could be dropped during upload process. Doug responded that he would look into it.

**2004 CFPG Meetings:**

<b>DATE</b>	<b>LOCATION</b>
April 6, 2004	SACOG
May 25, 2004	MTC
July 6, 2004	CT-HQ

**Follow up items:**

<b><u>Item</u></b>	<b><u>By</u></b>	<b><u>Due Date</u></b>
1. Check with HQ-Local Assist. to see if grouped Project Listing can be provided in excel format	CT-FTIP	April 6, 2004.
2. Review comments on summary “Grouped Projects And Minor Change Guidelines” and “Communication Process for State Managed Grouped Project Listing to CT-FTIP	All	Feb. 27, 2004
3. Review comments on the Financial Planning Guidelines to CT-FTIP	All	March 5, 2004
4. Meeting with Annual Listing Task Force to discuss Letter to FHWA regarding obtaining annual obligation Information	SCAG	April 6, 2004
5. Create new fund in CTIPS for STP Earmark	CT-FTIP	Feb. 20, 2004
6. Support cost in CTIPS	CT-FTIP	April 6, 2004